

**NAUGATUCK VALLEY COMMUNITY COLLEGE
JOB OPPORTUNITY
ACADEMIC ASSOCIATE
CCP-16, 12-MONTH, TENURE TRACK POSITION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$52,208 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: December 1, 2014

Minimum Qualifications:

Bachelor degree in Biology, Chemistry, or related field together with one year of related experience. Have knowledge of the ordering, handling, and preparation of chemicals and live specimens; safe handling of hazardous waste materials, computer ability to maintain inventories and coordinate scientific and analytical lab equipment repairs. Have good interpersonal skills and supervisory/ managerial experience.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Responsibilities:

Under the supervision of the Division Director, the Academic Associate shall assist the science faculty by: recruiting, supervising and evaluating Educational Assistants and Student Assistants who work in science labs; preparing biology, chemistry, physics, horticulture and environmental science labs for instructional purposes; facilitate computerized ordering, maintaining and inventorying lab equipment and supplies. The candidate must be able to administer, maintain and adhere to safety standards and health compliances as directed by internal and external agencies. The position will provide tutorial assistance in the major field and will provide mentoring in the use of lab equipment, materials, and software usage in addition to proctoring student exams.

Application Instructions: For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nvcc.commnet.edu/newsevents/employment.shtml>

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.